



CITY OF WHITTIER

GATEWAY TO THE WESTERN PRINCE WILLIAM SOUND
P.O. BOX 608, WHITTIER, ALASKA 99693
(PHONE) (907) 472-2327
(FAX) (907) 472-2404
www.whittieralaska.gov

JOB DESCRIPTION – Emergency Services Captain

Posting Date: 03/10/2023

Closing Date: Open until filled

Position Title: Emergency Services Captain
Department: Fire and EMS
Supervisor: Emergency Services Chief
Supervises: As Directed by Emergency Services Chief
Classification: Full-Time Exempt, Salaried and Confidential Position
Pay Range: \$77,315 - \$111,709
Starting Pay Range: \$77,315+ DOE

POSITION SUMMARY: This position is responsible to the Emergency Services Chief (Chief) for the administration of a division or multiple divisions of the Whittier Fire/EMS Department (Department), assists the Chief in the overall administration and direction of the Department, and acts as Emergency Services Chief during the Chief's absence. Typical activities include administrative, supervisory, technical fire and emergency service duties at all levels such as supervision, fire suppression, hazardous materials, public education, investigations, emergency medical and rescue service, facility and apparatus testing and maintenance. Supervises career and volunteer personnel, as delegated.

ESSENTIAL JOB FUNCTIONS AND MINIMUM QUALIFICATIONS

1. This position functions at both a strategic and tactical level and is a hands-on Captain.
2. Responds to alarms and assists in the operations of the emergency to include entry and direction of emergency crews, if needed.
3. Research, planning and implementation through dissemination of basic and advanced technical operational programs related to safe and effective emergency services.
4. Provides supervision, as delegated by the Chief, for subordinate personnel and volunteers by conducting and reviewing performance evaluations, providing guidance for career development, and implementing progressive discipline. Personnel pertains to both paid employees and volunteers.
5. Evaluates and reports to the Chief on the status and condition of department emergency service resources and personnel.
6. Identify and advise Chief of operational problems and implements solutions.
7. Assists the Chief in developing and overseeing department budgets.
8. Responsible for developing and maintaining a program to bill patients for ambulance services and maximize reimbursement to assist in recovering costs associated with the Department. Responsible for setting up software, coordinating billing to a third-party billing provider, if applicable, maximize collections.
9. Assists the Chief in preparing and periodically updating long-range plans for the Department.



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10. Coordinates the review and modification of policies and procedures related to the Department. Develop the objectives, plans and programs of the Department.
11. Interprets rules, contractual agreements and standard operating procedures affecting individual divisions and the Department as a whole.
12. Responds to emergencies, fire, and EMS calls, and assumes the position of command during emergency and non-emergency department responses, as appropriate within the Incident Command System.
13. Represents the Chief, the Department and the City to members of the public, community groups, professional organizations and other City departments relative to assigned areas of responsibility, and performs related work as assigned.
14. Manages administrative functions of the Department including responsibility for ambulance billing, interagency coordination, grant writing and oversight, oversight of EMS physician contract, equipment purchases and other duties as assigned.
15. Maintains accurate operational records per applicable standards and perform quality control.
16. Oversees preventative maintenance and repair of Department equipment and facilities, including coordination with City shop mechanic to ensure availability of critical spare parts, etc.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Applicants for this position must have the following:

1. Must live in the Whittier city limits and be capable of responding within 10 minutes when on-call.
2. High school diploma or equivalent, although Associate degree in Fire Science or a related field is highly desired as a minimum qualification. An equivalent combination of education and experience may be substituted for a required degree.
3. A minimum of eight (8) years' increasingly responsible emergency service experience (five of which must have been in a supervisory role as Battalion Chief or above), and experience in professional firefighting. An additional five years, in addition to the eight years, may substitute for supervisory experience.
4. Extensive knowledge of technical firefighting principles and practices; knowledge of chemistry of physicals of fire and the causes and ignition sources of fires; knowledge of emergency scene command principles and practices.
5. Knowledge of management and administration principles including long-range plans for funding, grant solicitation, equipment, and projects.
6. Ability to write comprehensive reports and to communicate effectively with subordinates, supervisors, and the community.
7. Demonstrated competency in the use of computers, simulators and other education and training equipment technologies.
8. Demonstrated progressive, innovative, creative methods of supervision.
9. Demonstrated ability in project planning and scheduling in a multi-faceted operation.
10. Applicants must have the ability to work independently of direct supervision.



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11. Physically fit to perform arduous emergency scene duties, including entry into structure fires and lifting of patients.
12. Must be able to pass the department physical agility test and NFPA Firefighter physical.
13. A background investigation will be conducted on final applicants. A proficiency test may be administered to qualified applicants.
14. Demonstrated ability to clearly and concisely prepare formal oral and written reports and technical studies.
15. Ability to deal effectively and courteously to address complaints.
16. NFPA Firefighter II or equivalent.
17. NIMS ICS 100, 200, 300, 700, 800
18. NREMT-B or State of Alaska EMT I
19. IFSAC or Pro Board Fire Officer 2 certification.
20. IFSAC or Pro Board Fire Instructor I.
21. Must possess or be able to obtain, a valid Alaska Driver's license within 90 days of hire and maintain a valid State of Alaska driver's license throughout the duration of employment. A five-year driving record must be attached to the employment application.
22. Enrollment or completion of the National Fire Academy Managing Officer Program is highly desired.

PREFERRED QUALIFICATIONS

1. NIMS ICS 400
2. Bachelor degree or higher in Fire Science or a related field.
3. NREMT-P or State of Alaska EMT III
4. IFSAC or Pro Board Fire Instructor II or higher certification.
5. IFSAC or Pro Board Fire Officer III or higher certification.

KNOWLEDGE, SKILLS AND ABILITIES

Hired candidate must satisfactorily demonstrate the following during a prescribed probationary period for continued employment:

1. Knowledge of the principles, practices and procedures of fire and public administration.
2. Knowledge of firefighting, prevention, and emergency medical services.
3. Ability to effectively oversee the functions of assigned areas.
4. Ability to manage operations at emergency scenes.
5. Ability to establish and maintain effective internal and external working relationships.
6. Ability to lead and grow the department demonstrating dynamic leadership, mentorship, positive motivation, and employee/volunteer development.



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WORK ENVIRONMENT AND PHYSICAL DEMANDS

1. The position involves physically risky functions under emergency conditions.
2. Nature of the work may involve exposure to conditions that could cause injury, illness or loss of life, and exposure to materials includes, but is not limited to, fire, chemical spills, oil, fuel, hazardous materials, disease and dangerous weather conditions.
3. Mental and physical fitness are required for completing the tasks involved in the position.
4. Performance of work can also involve standing and walking for long periods of time.
5. Physical agility is required to access all areas at the scene of a fire.
6. Emergencies require pushing, climbing, stooping, kneeling, crawling, and reaching with hands and arms.
7. Must be capable of lifting/carrying equipment or persons weighing more than 150 pounds.
8. Wears protective equipment weighing over 50 pounds. Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

VISUAL DEMANDS

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.whittieralaska.gov/employment>